

2015 LSTA Information Session for Public Libraries

June 19, 2014

Webinar Presenters



- John DeBacher
 - Director of Public Library Development



- Terrie Howe
 - LSTA Coordinator



- Ryan Claringbole
 - Technology Consultant



- Tessa Michaelson Schmidt
 - Youth & Special Services Consultant

LSTA Grant Training Agenda

- LSTA Overview & Federal Purposes
- 2015 LSTA Information & Guidelines
- 2015 LSTA Budget
- 2015 LSTA Schedule
- Requirements & Application Tips
- 2015 LSTA Application
- 2015 LSTA Grant Categories
 - Competitive
- Grant Review Process
- Contact Information

Not On the Agenda

- Administration of grants (once awarded)
- Training of grant reviewers
- Complicated or community-specific questions
 - Please contact DPI staff directly

LSTA Information & Guidelines

Library Services and Technology Act

LSTA

Information and Guidelines for Wisconsin

2015



LSTA Overview



Division
Grant
Projects

System
Noncompetitive
Grants

System/Library
Competitive
Grants

Federal Purposes of LSTA

The LSTA program represents a modernization and reconfiguration of the LSCA, building on the strengths of that program but sharpening the focus on technology, resource sharing, and targeted services. The LSTA purposes were revised in 2010.

1. To **expand services to learning and access to information** and educational resources in a variety of formats, in all types of libraries, for individuals of **all ages** in order to support such individuals' needs for **education, life-long learning, workforce development, and digital literacy skills**;
2. To establish or **enhance electronic and other linkages** and improve coordination among and between libraries and entities for the purpose of **improving the quality of and access to library and information services**;
3. To **provide training and professional development**, including **continuing education**, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services; and to enhance efforts to recruit future professionals to the field of library and information services;
4. To **develop public and private partnerships** with other agencies and community-based organizations;
5. To **target library services** to individuals of **diverse** geographic, cultural, and socioeconomic **backgrounds**, to individuals with **disabilities**, and to individuals with **limited functional literacy or information skills**;
6. To **target library and information services** to **persons having difficulty using a library** and to **underserved urban and rural communities**, including children (from birth through age 17) from **families with incomes below the poverty line**;
7. To develop library services that **provide all users access to information through** local, State, regional, national, and international **collaborations and networks**

2015 LSTA Preliminary Budget

| | |
|---|---------------------|
| FY 2015 Estimate | |
| Appropriation | \$ 2,698,162 |
| Carryover | \$ 450,000 |
| Total | \$ 3,148,162 |
| Preliminary Amounts | |
| A. Technology | |
| Broadband | \$ 100,000 |
| Delivery Projects | \$ 90,000 |
| Digital Creation Technology | \$ 150,000 |
| Digitization of Library Historical Material | \$ 40,000 |
| Learning Express Computer Module & License | \$ 232,000 |
| Library Improvement - Technology | \$ 110,000 |
| Library System Technology | \$ 360,000 |
| Merging ILS of Public Library Systems | \$ 75,000 |
| Resources for Libraries & Lifelong Learning | \$ 713,200 |
| WISCAT | \$ 456,700 |
| Subtotal | \$ 2,326,900 |
| B. Special Services Populations | |
| Accessibility Projects | \$ 75,000 |
| Early Literacy Projects | \$ 100,000 |
| Early Literacy Initiative* (Year 2) | \$ 25,000 |
| Literacy Projects | \$ 50,000 |
| Subtotal | \$ 250,000 |
| C. Library Improvement | |
| Communications & Planning | \$ 20,000 |
| Independent Author Recognition | \$ 15,000 |
| Library System Study Follow-up | \$ 10,000 |
| Merging Public Library Systems | \$ 10,000 |
| Statewide Library Improvement | \$ 263,225 |
| School Library Project | \$ 10,000 |
| Youth and Special Services Consultant | \$ 119,700 |
| Youth Services Development Institute | \$ 15,000 |
| Subtotal | \$ 447,925 |
| D. LSTA Administration | |
| LSTA Administration | \$ 107,900 |
| Subtotal | \$ 107,900 |
| TOTAL | \$ 3,147,725 |

2015 LSTA Grant Schedule

| | |
|-------------------|--|
| April 2, 2014 | LSTA Advisory Committee recommends grant categories/budget for 2015 |
| June 2014 | Grant information available to potential applicants |
| June 18, 2014 | Information session held for public library systems on the LSTA grant program for 2015 |
| June 19, 2014 | Information session for public libraries on the competitive grant categories for 2015 |
| September 8, 2014 | Grant applications must be submitted online by 4:30 p.m.; signature pages and attachments from application must be postmarked by September 8, 2014. (Only online applications are acceptable.) |
| August 2014 | Grant application reviewer pool selected |
| September 2014 | Reviewers trained and applications distributed |
| October 2014 | Reviewer reports due |
| November 19, 2014 | LSTA Advisory Committee meeting to consider grant applications |
| December 2014 | Grant award announcements (pending federal appropriations) |
| December 2014 | Grant application appeals filed (within 30 days of notification) |
| January 2015 | Projects begin (pending federal appropriations) |
| July 15, 2015 | Six-month evaluations due |
| December 30, 2015 | End of 2015 project year |
| February 15, 2016 | Final evaluations due, all claims submitted and projects |

Important Dates

- Online applications due September 8, 2014 by 4:30pm; timestamp/postmark deadline.
- Grant award announcements in December 2014 (pending federal appropriations)
- Projects begin in January 2015 (pending federal appropriations)

Applicants for ALL Competitive Grants

- Public Library Systems & Public Libraries
- Public libraries and public library systems can submit collaborative grants with other public libraries and/or systems. One library/system must serve as primary grant administrator.

Requirements for ALL Competitive Grants

- Apply for appropriate level; e.g. “Digital Creation Technology Level 1 (less than 10,000 municipal pop.)”
- Involve member libraries (for system projects)
- Include **collaboration** with community partners
- Provide **training for library staff**
- Implement **strategic marketing plan** (in and outside the library community) that includes people who do not use print, read well, or speak English and goes beyond traditional methods; e.g., social media, YouTube, etc.
- Implement project **evaluation** tools and strategies

Requirements for ALL Competitive Grants (cont'd)

- Outline project **sustainability/durability** (short and long term)
- Comply with factors outlined in LSTA Information & Guidelines: Chapter 7 “**Need to Know**”
- Include participation by grant administrator in **online group forum** with other category grant administrators, led by DLT Consultant
- **Submit media files** (such as digital images, videos, URLs) as part of 6 month and final evaluation to show grant progress
- **Showcase completed grant** to Wisconsin public library community through presentation at statewide conference, webinar, or published online resource

LSTA website

http://pld.dpi.wi.gov/pld_lsta

The screenshot shows the Wisconsin Department of Public Instruction website. The left sidebar contains a navigation menu with the following items: PLD Home, Certification, Legislation / Funding, Library Boards and Directors, Library Statistics, **LSTA** (highlighted with a red arrow), Publications, Technology, Wisconsin Library Directories, WISPUPLIB, Youth and Special Services, Contact Us, PLD on Facebook, PLD on Twitter, BadgerLink, Affordable Care Act (ACA): Information for Wisconsin Librarians, and LSTA. The main content area is titled "WI Library Services and Technology Act (LSTA)" and includes a descriptive paragraph. Below this, a diagram with a central cloud labeled "Primary LSTA Grant Information Three sections" has three red arrows pointing to the following sections: "2015 LSTA Information", "Grant Writing Information", and "Creating Project Evaluations". Each of these sections contains a bulleted list of links. At the bottom of the main content area, there is a section for "2014 LSTA Information" with its own bulleted list of links.

WI Library Services and Technology Act (LSTA)

The Library Services and Technology Act (LSTA) is the federal grant program for libraries in Wisconsin. The Wisconsin Department of Public Instruction's Division for Libraries and Technology implements the "Grants to States" program on behalf of public libraries in Wisconsin. The LSTA program is administered at the federal level by the Institute of Museum and Library Services (IMLS).

2015 LSTA Information

- FAQ - LSTA Applications & Awards
- 2015 LSTA Information and Guidelines
- 2015 LSTA Application Guide
- 2015 LSTA Framework

Grant Writing Information

- Serving Special Populations (WI)
- E-Book Reader Lending Program Guidance

Creating Project Evaluations

- Basic Guide to Outcomes-Based Evaluation for Nonprofit Organizations
- Evaluation of LSTA Grants - Iowa
- Outcome-Based Evaluation for Technology Training Projects (NY State Library)

2014 LSTA Information

- 2014 LSTA Grant Abstracts
- 2014 LSTA Grant Awards
- 2014 LSTA Information and Guidelines
- LSTA Budget Revision Form (PI-2443)
- LSTA Program Fiscal Report Form (PI-1086)
- LSTA Fiscal Reporting Instructions

LSTA Application

- Online applications only
- The application is the same for competitive and noncompetitive grants
- Use the online form to:
 - Enter any text to advance through the screens
 - Save, edit, and return to a working copy
 - Submit your final online application

LSTA Application Tips

- Create your own version of the application in a separate document on your desktop
 - Copy and paste narrative text from your version to the online form
 - Special formatting (bullets, columns, section breaks, quotation marks) generally do NOT transfer to the online application form
 - Save your document and save your online application often during the application process

LSTA Application Tips

- On the online form, the summary page displays all information that has been entered for the application.
- Print a copy of the summary page for your records **BEFORE** submitting the application form.

LSTA Application Tips

Certification Signature Page

Print a copy of the certification/signature page at the end of the grant application. Sign, scan, and attach a signed page and email as an attachment to Terrie Howe no later than 4:30 p.m. on September 8, 2014. (teresa.howe@dpi.wi.gov) **OR**

Mail the signed copy postmarked no later than 4:30 p.m. on September 8, 2014. File for your records. Address is on the certification page.

Application Guide & LSTA Framework

LSTA Website: http://pld.dpi.wi.gov/pld_lsta

2015 LSTA Information and Guidelines:

<http://pld.dpi.wi.gov/files/pld/pdf/guide15.pdf>

2015 LSTA Application Guide:

<http://pld.dpi.wi.gov/files/pld/pdf/appguide15.pdf>

2015 LSTA Framework:

<http://pld.dpi.wi.gov/files/pld/pdf/framework15.pdf>

General Information

Data Universal Num-bering System (DUNS) number: All LSTA grant applicants must have an applicant-specific (library or library system) nine-digit DUNS number; i.e., municipality or friends group DUNS numbers cannot be used. If your public library or system does not have a DUNS number, you must obtain one from the federal government.

General Information Unless otherwise noted, all information is required.

Applicant System and Agency

Library System

Applicant Agency

Mr. / Ms.

Project Administrator First Name

Project Administrator Last Name

E-Mail

Project Title

Street Address

PO Box if applicable

City

State

ZIP Code

Phone Area/No.

Extension Optional

Applicant County One or more

County Served by Project One or more

No. of People Served by Project Estimated

DUNS Number Nine digits

Federal Congressional District(s) Served by Project Choose at least one
(See legis.wisconsin.gov/ltsb/redistricting/PDFs/Congressional_2013_Poster.pdf)

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☒ 8

Need, Purpose, and Outcome

Project Need

Maximum Points for Competitive Grants: 10

Target population(s): In a brief statement, describe the target population(s) served by this project.

Identifiable need: In a brief statement, describe the identifiable need, problem, or idea that generated the project.

Project Purpose

Maximum Points for Competitive Grants: 15

Evidence of need: Provide justification for this project using documentation such as survey results, professional opinions, and community input. Include information about the community, library/system, and the target population(s) to be served by the project using documentation such as demographic or library data.

Relevance to local/state planning documents: Describe how the project is relevant to library/system planning documents and appropriate state planning documents, including but not limited to: PLDT online resource Serving Special Populations (http://pld.dpi.wi.gov/pld_ssp) and PLDT 2010 Wisconsin Public Library Standards (http://pld.dpi.wi.gov/pld_standard).

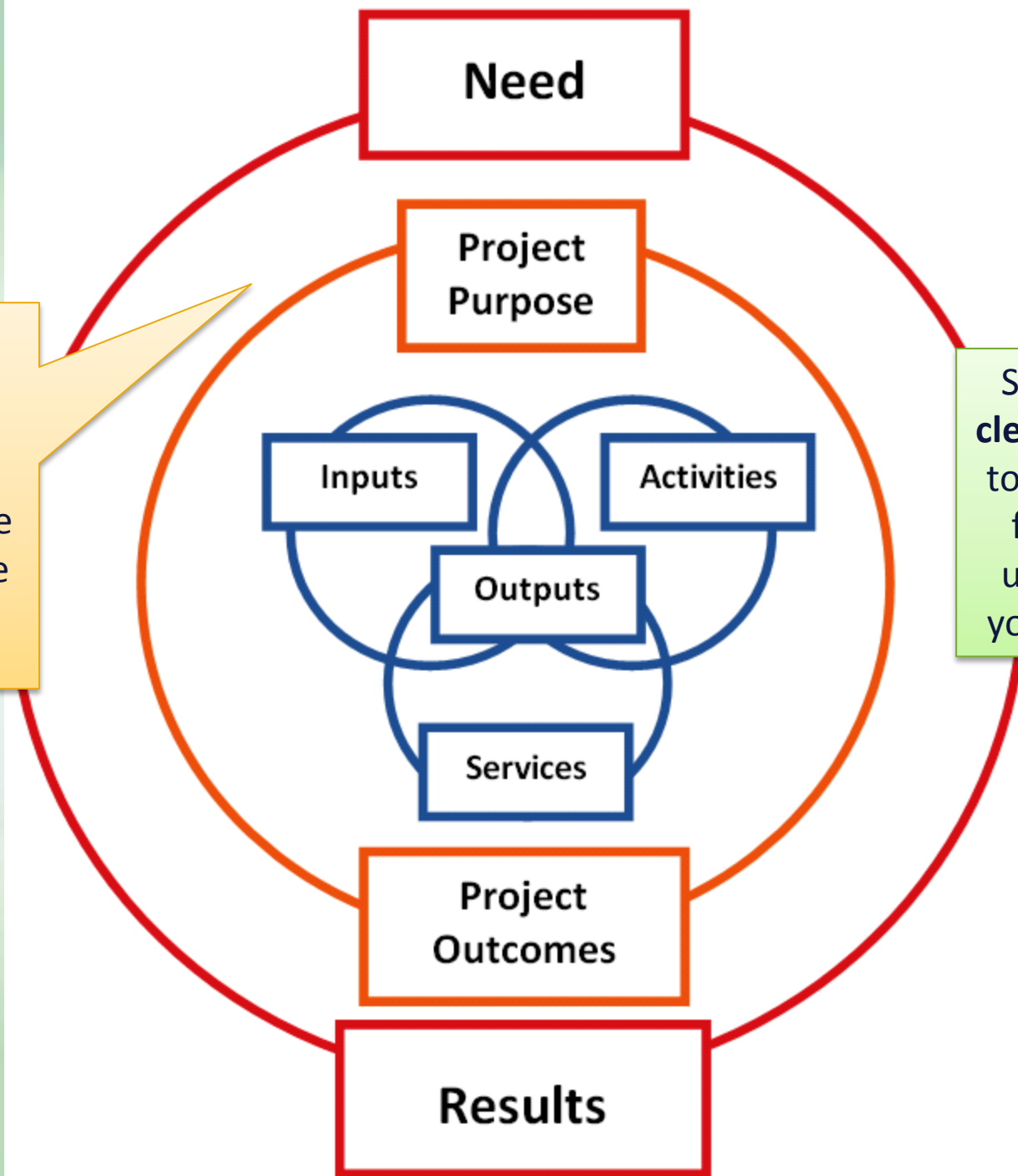
Project Outcome

Maximum Points for Competitive Grants: 15

Describe the intentional and measurable outcome(s) of this project based on the identifiable need of the target population(s) specified above. Clearly identify how change and impact will be measured at the beginning and the end of the project. (See resources at http://pld.dpi.wi.gov/pld_lsta).

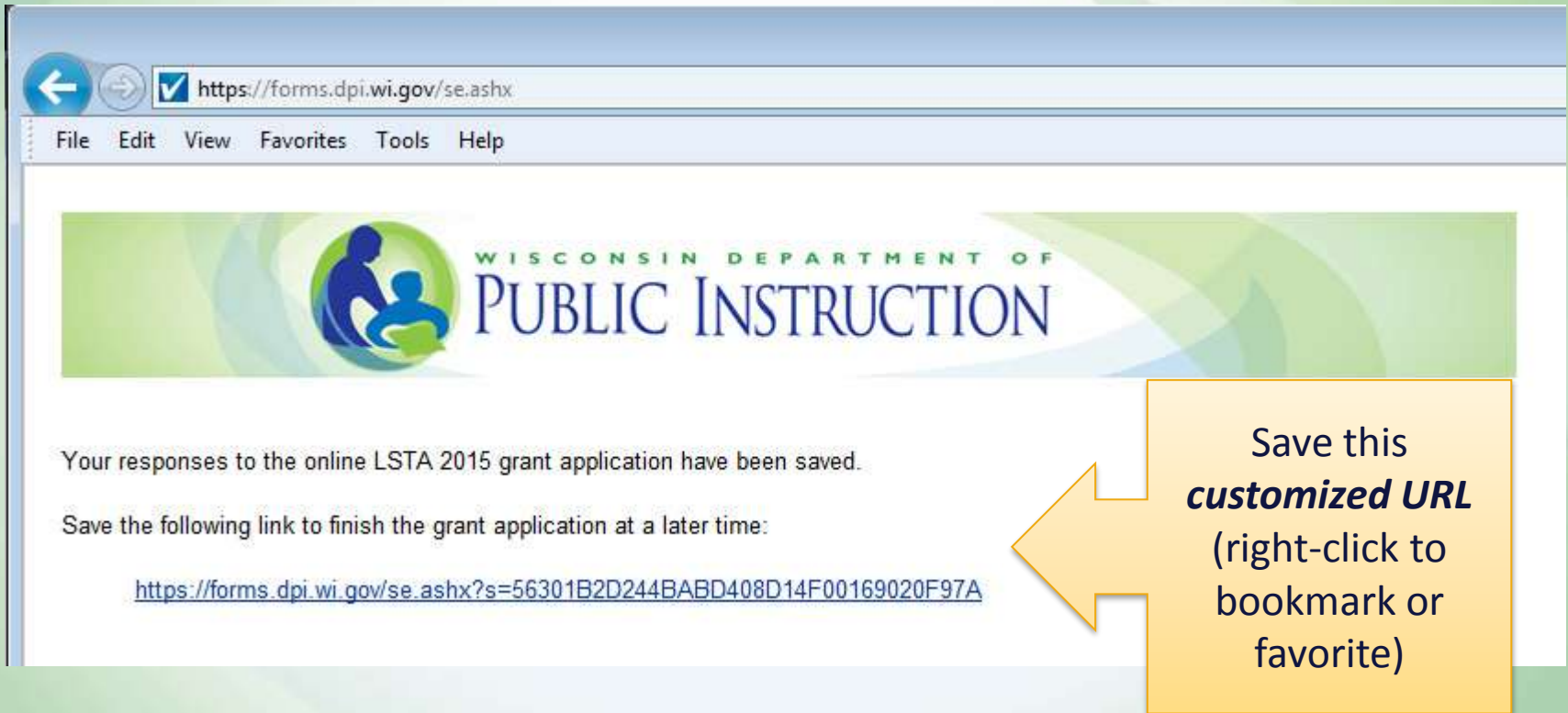
See the **LSTA Application Guide** and **Framework** for examples and considerations

The **need**, **purpose**, and intended **outcomes** frame and support the entire project.



State your case **clearly** and **simply** to create context for a reviewer unfamiliar with your community.

How to Save Your Application



The screenshot shows a web browser window with the address bar displaying <https://forms.dpi.wi.gov/se.ashx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page header features the Wisconsin Department of Public Instruction logo, which consists of a stylized blue figure of a person holding a child, next to the text "WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION".

The main content of the page states: "Your responses to the online LSTA 2015 grant application have been saved." followed by "Save the following link to finish the grant application at a later time:" and a long, complex URL: <https://forms.dpi.wi.gov/se.ashx?s=56301B2D244BABD408D14F00169020F97A>.

An orange callout box with a large arrow pointing left contains the text: "Save this **customized URL** (right-click to bookmark or favorite)".

How to Save Your Application



DO NOT save this *generic URL*

WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

Your responses to the online LSTA 2015 grant application have been saved.

Save the following link to finish the grant application at a later time:

<https://forms.dpi.wi.gov/se.ashx?s=56301B2D244BABD408D14F00169020F97A>

Components and Outputs

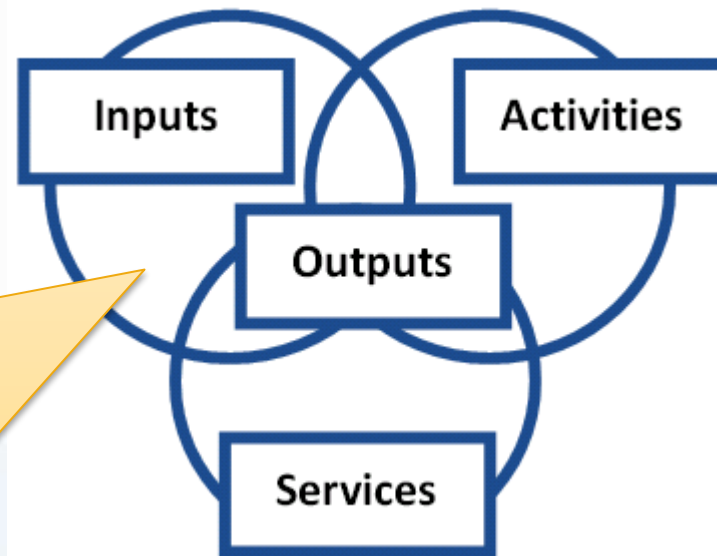
Project Components and Outputs

Maximum Points for Competitive Grants: 35

Describe the project inputs, activities, services, and outputs. Each project component (input, activity, service) must have a corresponding output that supports the intended outcome of the project. (See resources at http://pld.dpi.wi.gov/pld_lsta). Project components and outputs must address category specific grant requirements listed in the 2015 LSTA Information & Guidelines (<http://pld.dpi.wi.gov/files/pld/pdf/guide15.pdf>).

Components and Outputs

Inputs are consumable resources; **Activities** are performed by grant administrator; **Services** directly benefit target population(s). Every component needs an **output** measure. Outputs directly support outcomes.



You can list your components and outputs in any order such as chronologically, by type, or by person responsible; just **make sure every component has an output measure.**

Budget

Project Budget and Budget Narrative

Maximum Points for Competitive Grants: 20

Complete the following charts and narrative budget page. Check your math for accuracy and consistency. Include amounts for LSTA and local funds allocated in support of the project. There is no requirement that LSTA funds be matched with local funds. However, both local funds and LSTA funds for the project will be taken into consideration when evaluating the budget. Local funds may include both existing and new budget items for direct expenditure on the project. For this purpose, existing or in-kind budget items may include space, equipment, salaries, fringe benefits, supplies, and other related costs. Federal funds received by public libraries must be deposited with the library's municipality per s. 43.58(2), Wis. Stats. Federal audit requirements must be met.

Budget *Enter amounts. Round to nearest dollar.*

| Category | Local Funds | LSTA Funds |
|---|-------------|------------|
| A. Salaries and Wages | | |
| B. Library Resources | | |
| C. Contractual Services | | |
| D. Other Operating Expenditures <i>e.g. Mileage or supplies</i> | | |
| E. Capital Expenditures <i>e.g. Equipment or other major nonrecurring expenditures</i> | | |

Total Local and LSTA Funds (check your math for accuracy and consistency)

| | |
|-------------|--|
| Local Funds | |
| LSTA Funds | |

Refer to **Ch. 7 “Need to Know”** for information about allowable expenses; see also **LSTA FAQ** on the LSTA website.

Check your math for accuracy and consistency.

Budget Narrative

Outline the project budget in narrative form under the following categories. If both local and LSTA funds will be used, please specify by source within the categories. Explain how the various budget items are applicable to the proposed project. Check your math for accuracy and consistency.

A. Salaries, wages, and employee benefits

Indicate salaries, amount of time to be spent on the project for each employee, and the role of each employee in relation to the proposed project. Provide sufficient detail to assure that LSTA funding is not supplanting local funding.

B. Library Resources

Identify formats (item types), approximate number, average costs, and purpose of each format.

C. Contractual Services

Indicate purpose for the consultant services, identify consultant (name or firm), and include the rate of pay, and type of service.

D. Other Operating Expenditures

Indicate number, purpose, and mileage for trips, and estimated expenditures; indicate specific expenses for supplies, office expenses, and purposes.

E. Capital Expenditures

Indicate type of equipment or other materials to be purchased, rented, or leased, average cost and purpose.

Distribution of Funds:

If your grant involves distributing funds to libraries/systems in any project, an abbreviated final evaluation form will need to be completed by each institution. Document the following details for each library/system receiving funds:

1. The library/library system name and collaborating partner(s)
2. Amount of money distributed
3. For what will the funds be used by each library/library system?
4. How will each library/library system evaluate the usefulness of the project?
5. How will your agency (applicant agency) confirm that the funds were used as intended?

Distribution of Funds applies only to collaborative grants (one applicant and multiple recipients)

Abstract

Abstract

Maximum Points for Competitive Grants: 5

Provide a concise summary of the project purpose and intended outcome based on the project title, target population(s), and identifiable need previously specified. If your project is funded, the abstract will be included on the LSTA website and made available upon request. (See resources at http://pld.dpi.wi.gov/pld_lsta).

See the **2015 LSTA Application Guide** for concise examples.

Application Summary (example)

Library Services and Technology Act (LSTA) Application

| | |
|---|--|
| Library System | Nicolet Federated Library System |
| Applicant Agency | Door County Library |
| Project Administrator | Ms. Rebecca Berger |
| E-Mail | rberger@co.door.wi.us |
| Project Title | Digitization of Door County Libraries |
| Address | 107 S 4th Avenue PO Box Sturgeon Bay, WI 54235 |
| Phone Area/No. | (920) 743-6578 |
| Phone Extension | |
| County Served by Project | Door |
| People Served by Project | Door |
| DUNS Number | 2000 |
| Federal Funds Requested | \$7500 |
| Federal Congressional District(s) Served by Project | 8 |
| Category | Digitization of Library Historical Material Level 1 |

Certifications

Your application has not yet been submitted. Print two copies of this page (file one, sign and return one) then click the Submit Application button to continue.

Certifications

Signing this form certifies compliance with the statutes and regulations cited below.

DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549 and implemented at 45 C.F.R. Part 1185, the undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant, nor its principals:

- (a) are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) have within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, or in connection with a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification;
- (d) have within a three-year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

DRUG-FREE WORKPLACE REQUIREMENTS

As required by the Drug-Free Workplace Act of 1988 and implemented at 45 C.F.R. Part 1185, the undersigned, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by:

- (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition;

Sections

- Grant Category
- General Information
- LSTA Purposes
- Purpose
- Activities / Methods
- Budget
- Budget Narrative
- Funds Distribution
- Outputs & Outcomes
- Abstract
- Review

> Certifications

Signature Page

Sign, Scan, Email as Attachment OR Sign and Snail Mail

Signature

I, THE UNDERSIGNED, CERTIFY that the 2015 project(s) will be the basis for the operation and administration for which LSTA funds are requested. We will provide expenditure and other reports and will comply with such fiscal provisions as the Division for Libraries and Technology requires. We will comply with the statutes and regulations cited above as required by the Institute of Museum and Library Services (IMLS).

Applicant Agency South Central Library System
Project Title Digital Creation Technology
Project Administrator Marty Van Pelt
Federal Funds Requested \$15500

| Name of Principal Officer of Applicant Agency | Title of Principal Officer | Signature of Principal Officer |
|---|----------------------------|--------------------------------|
| | | > |

Mailing Instructions

Print two copies of this page. Sign one copy and return by mail. (File the second copy in the LSTA folder.)
Envelope must be postmarked by 4:30 p.m. on September 8, 2014.
Send the signed page to:

Wisconsin Department of Public Instruction
ATTN: Terrie Howe, LSTA Program Coordinator
Division for Libraries and Technology
PO Box 7841
Madison, WI 53707-7841

SIGNATURE PAGE ONLY

must be signed and returned to
DPI by emailing a signed,
scanned copy as an attachment
to teresa.howe@dpi.wi.gov by
Sept. 8, 2014 by 4:30pm
(timestamp)

OR

mailing a copy to DPI by Sept.
8, 2014 by 4:30pm (postmark)

Submit Application

Final Checklist

- Ensure that information on the application review page is correct and complete.
- If you need to make changes or print information, use the Previous Page and Next Page buttons at the bottom of pages to move through the application. (Do not use the browser's forward and back buttons.)
- Print the application review page.
- Print the certification/signature page.
- Sign and mail the certification/signature page to:
Wisconsin Department of Public Instruction
ATTN: Terrie Howe, LSTA Program Coordinator
Division for Libraries and Technology
PO Box 7841
Madison, WI 53707-7841
- Save the link to this application (below) for future reference. Right-click the link and save it as a browser bookmark or favorite.

<https://forms.dpi.wi.gov/se.ashx?s=56301B2D244BAC2208D02088E762C37C7B>

- To officially submit this LSTA 2014 application to DPI, click the Submit Application button at the bottom of this page.



Previous Page

Submit Application

**Click to
Submit**

LSTA Competitive Technology Categories

- Digital Creation Technology
 - \$150,000
- Digitization-Library Historical Material
 - \$40,000

Digital Creation Technology

Purpose

To develop and improve the library's digital resources and services **to foster and facilitate a dynamic learning experience** where people come for the unique production of local information in a collaborative learning environment; e.g. Makerspaces.

General Requirements

- Digital creation **spaces** are catalysts for **community creativity**. Digital creation spaces are conduits for communicating community-developed content. Digital creation spaces **involve a range of technology and tools**, and showcases efforts digitally.
- Project funds may be used to designate and cultivate digital creation spaces in public libraries, which may include purchasing and installing technology equipment and/or furniture. Funds may also be used to designate staff resources and develop **services** and programming to support digital creation by library users.

Digital Creation Technology

Project Must:

- Identify how spaces and services will help library patrons create things and/or promote creation of content using digital technologies
- Emphasize learning, community, technology, and access
- Involve member libraries (for system projects)
- Include collaboration with community partners. Projecting targeting school-age children must include a partnership with a school(s)
- Provide training for library staff
- Implement strategic marketing plan (in and outside the library community) that includes people who do not use print, read well, or speak English and goes beyond traditional methods; e.g., social media, YouTube, etc.
- Implement project evaluation tools and strategies
- Outline project sustainability/durability (short & long term)
- Comply with factors outlined in LSTA Information & Guidelines: Chapter 7 “Need to Know”
- Include participation by grant administrator in online group forum with other digitization grant administrators, led by DLT Technology Consultant
- Submit media files (such as digital images, videos, URLs) as part of 6 month & final evaluation to show grant progress



Photos courtesy of Detroit Public Library



Top and bottom right photos by Kevin Henegan; Bottom left photo courtesy of Detroit Public Library

Digitization of Library Historical Material

Purpose

This category will **widen the scope of online access to historical materials found in Wisconsin libraries** while maintaining high standards for project quality, accessibility, interoperability, and sustainability. This category will allow public libraries to **digitize materials that are unique or of local interest**. Libraries may manage their own digital repositories, or develop partnerships with organizations that can provide hosting and technical expertise. Materials must be related to the history, culture, environment, government, or economy of the state of Wisconsin.

Digitization of Library Historical Material

Possible uses for funds in this category include:

- Basic scanner
- Scanning software
- Image editing software
- Collection management software
- OCR (optical character recognition) software
- Outsourcing a project to a vendor for scanning
- Time to scan and provide metadata development
- Licensing fee to harvest collection for Recollection Wisconsin (formerly Wisconsin Heritage Online)
- Storage costs for access and preservation of digital files (i.e. local area network, cloud, external hard drives, archival-quality DVDs)

Digitization of Library Historical Material

General Requirements

- A project must contain unique local resources not available elsewhere online for free.
- A project must be completed within the grant award period (calendar year).
- Applicants must attend an information session to develop reliable project cost estimates
- Applicants must provide cost estimates and specify type, size, and approximate amount of material to be digitized.
- Applicants must allocate staff time to attend training, select materials, research copyright, develop metadata, and publicize project.

Digitization of Library Historical Material

Requirements to provide public access:

- **OAI-compliant platform** (Open Archives Initiative) such as CONTENTdm, ResCarta, or Omeka (with plug-in), so that metadata can be **harvested by aggregators** such as Recollection Wisconsin or, in the future, the Digital Public Library of America (DPLA).
- Content may be hosted locally or access may be provided in partnership with another institution (i.e. CONTENTdm at Milwaukee Public Library through Recollection Wisconsin). **Digital collections must be made freely available online.** Authentication or location restrictions (such as viewing in library only due to copyright restrictions) are not permitted.

Digitization of Library Historical Material

- Selection and copyright requirements
- Scanning and image processing requirements
- Metadata requirements
- Marketing/visibility requirements
- Training requirements

LSTA Competitive Serving Special Populations Categories

- Accessibility
 - \$75,000
- Literacy
 - \$50,000
- Early Literacy
 - \$100,000

Serving Special Populations

...For whom using the library is difficult, limited, or minimized

Difficult because of transportation access or cost, library hours, library location, etc.

Limited because of awareness, accessibility, comfort, etc.

Minimized because of displacement, unfamiliarity, insecurities, etc.

Serving Special Populations

...For whom using the library is difficult, limited, or minimized

Defining and identifying special populations depends on each library community. Special populations include, but are not limited to, English Language Learners, people who are homeless and/or live in poverty, people who are displaced or live in residential care, foster care, detention, or treatment facilities, people in underserved areas or with diverse backgrounds, people with disabilities, and people with limited literacy or information skills

It's not enough to simply target a population(s). Find out from the population, and those who already successfully work with them, how your library might provide special services. Planning grants support efforts to define and identify a community's special population(s) and their (potential) issues/needs. Project grants should be based on identifiable needs.

Planning and Project Grants

- **ONLY** for Accessibility and Literacy categories
- Level 0 planning grant funds may be used to **investigate** services to special populations. Planning grants support efforts to define and identify a community's special population(s) and their (potential) issues/needs.
- Level 1 and 2 project grant funds may be used to **implement** or **improve** services to special populations.

Accessibility

Serving Special Populations Accessibility grants **support the quality of and access to library and information services** to people for whom using the library is difficult, limited, or minimized.

Accessibility

Library and information services can be considered in terms of **library spaces, communications, programming, outreach, and resources**. Improvement can be considered in terms of **accommodations, assistive technology or techniques, design, inclusive practices, and planning**.

See LSTA Information & Guidelines for project examples



Welkom



Καλώς ήρθατε



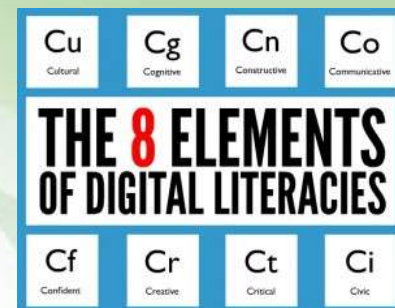
Literacy

Serving Special Populations Literacy grants aim to **provide literacy services** to people for whom using a library is difficult, limited, or minimized.

Literacy

Literacy is defined generally as the **ability to read, write, and communicate**. This definition might expand in relation to the **age**, e.g. early literacy; **topic**, e.g. health literacy; or **medium**, e.g. digital literacy.

See LSTA Information & Guidelines for project examples



Accessibility VS. Literacy

- Accessibility grants support the quality of and access to library and information services
- Literacy grants provide literacy services

Early Literacy

Serving Special Populations Early Literacy Projects aim to provide **early literacy services** to people for whom using a library is difficult, limited, or minimized. Early literacy is defined generally as language-rich experiences for **children birth through age 6 and their caregivers** that encompass **library spaces, services, and programs** and often incorporate reading, playing, singing, talking, signing, and writing.

Early Literacy

Projects must prioritize early literacy based on the early literacy needs of special populations. All projects must complement **Growing Wisconsin Readers**, the statewide early literacy initiative.

2015 is the final year of this special grant category; the Growing Wisconsin Readers initiative concludes in 2015.

See LSTA Information & Guidelines for project examples



GrowingWisconsinReaders.org



Review of Grants

- 5 library peers trained to review each competitive category; reviewers work independently on rating forms
- DPI staff reviews noncompetitive categories
- LSTA Committee receives all applications and corresponding reviews
- Committee makes recommendations to the State Superintendent
- State Superintendent makes final decision
- Appeal Process for Unfunded Grant Applications
- Award Process & Procedure



Special
Opportunity

Independent Author Recognition and Inclusion LSTA Statewide Project

Invite proposals for collaboration between the Division, the public library community, and Wisconsin authors to review, recognize, and help provide exposure to independently published Wisconsin authors.

Funding can be used to develop the project, encourage library participation, develop the platform for nominating and reviewing the works. LSTA funds may not be used for a prize for winning books--the “prize” will be the recognition by the authors (private corporations may be encouraged by the library association to contribute for prizes)

For more information contact John DeBacher or Ryan Claringbole. **LSTA Advisory allocated \$15,000**

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